

40 IMMEDIATE BONNEY Openings!

Tuesday, September 03, 2013

PROFESSIONAL OPPORTUNITIES:

- **DATA ENTRY EXPERTS:** Augusta. Must have a strong attention to detail, great computer skills, be comfortable on the phone and work as team. Full-time, long-term, temp.
- **ADMINISTRATIVE ASSISTANT:** Augusta. Word, Excel, phones, filing, data entry. Full time and part time opportunities.
- **FRONT AND BACK OFFICE ADMIN STAFF:** Augusta and Rockland. Excellent skills in Microsoft Office products required as well as typing and data entry skills. Full & Part time, temp to hire.
- **COASTAL JOBS:** Belfast/Rockland area. Full and part time needs for Customer Service & CSRs, Data Entry Processors, General Office & Clerical Assistants.
- **MEDICAL CODERS:** Augusta. Experienced Medical Coders with CPC certification. Full time, long term temporary positions.
- **REGIONAL OFFICE MANAGER:** Gardiner. Full time temp to hire. Payroll, contracts, bookkeeping and office management knowledge and skills required. Previous experience in Construction Administrative Office and knowledge of Microsoft Office.
- **CUSTOMER SERVICE REP:** Augusta. Full time, Mon-Fri, no weekends. Long term, temp position. Skills required are: Team player, a pleasant & professional phone manner, Microsoft Word, Excel and Outlook, must be reliable and enjoy working in a fast paced team environment.
- **ACCOUNTS PAYABLE:** Belfast. Full time, temp. Should have a minimum of 1-year's experience in accounts payable or bookkeeping. Strong attention to detail and Microsoft Office knowledge is required.

LIGHT INDUSTRIAL OPPORTUNITIES:

- **WAREHOUSE LABORERS:** Gardiner. 1st, 2nd shifts. Experience as selector or in warehouse is required. Full-time, temp-to-hire.
- **WAREHOUSE OPPORTUNITIES:** Augusta/Gardiner. Full time and part time opportunities. General labor and machine operator positions available.
- **PRODUCTION OPPORTUNITIES:** Augusta. Full time and part time positions available for machine operators & assistants, mailing department workers, hand workers and general warehouse laborers.
- **PEAK SEASON PRODUCTION NEEDS:** Augusta/Winthrop. Full time production positions available for qualified candidates for 1st and 2nd shift.



124 State Street, Augusta

Apply online at www.bonneystaffing.com

Walk-ins welcome. Resumes required.

Call for more information: 207.621.1100 or 1.888.433.0693